
To: Indiana’s Workforce Investment System

From: Indiana Department of Workforce Development (DWD)

Date: May 10, 2024

Subject: DWD Memorandum 2023-16
PY 2024 WIOA Local and Regional Plan Instructions

Purpose

To provide workforce development boards (also referred to as local WDBs or LWDBs within this guidance) with local and regional plan instructions to develop a comprehensive four-year workforce plan as required by the Workforce Innovation and Opportunity Act (WIOA).

Rescissions

- DWD Memo 2020-05: PY 2020 WIOA Local and Regional Plan Instructions
- DWD Memo 2020-05 Att. A & B: PY 2020 WIOA Local Plan Templates

References

- WIOA Sections 106, 107, 108, and 134
- Training and Employment Notice (TEN) 21-16
- Indiana Unified State Plan, PY2024 - PY2027
- 20 CFR Subpart D, § 679.500 - § 679.580
- 20 CFR § 679.390
- Multi-Year Adult Education Competitive Grant Application (Request for Application)
- DWD Policy 2016-09 Equal Opportunity and Nondiscrimination Guidance Letter

Content

The local plan is the primary vehicle for communicating the local WDB’s vision for the local workforce system. These four-year plans are required by WIOA and describe how the local WDB will deliver services across federal programs, align education and training initiatives, and apply job-driven strategies within the one-stop delivery system. WIOA requires each local WDB, in partnership with the regional chief elected official (RCEO), to develop and submit a comprehensive four-year local plan to the State for approval.¹ The plan must address current and future strategies to advance continuous improvement and customer-centered service within the workforce system. It must also support and be consistent with the strategies described in Indiana’s PY2024-PY2027 WIOA Unified Plan. The development of the local plan must be a collaborative effort involving a variety of stakeholders and the public.

¹ TEN 21-16

To better understand the unique needs of each region during the local planning process, WIOA State Plan Stakeholder surveys were distributed via LWDB leaders to allow for regional disaggregation and state level aggregation for maximum impact during each planning process. Business and industry stakeholders surveyed included industry and business partners, chief executives, presidents, supervisors, HR professionals and the Indiana Department of Workforce Development business services division. Workforce partners surveyed included front-line staff, local board members, WIOA partners, Family and Social Services, state and local agencies, community-based partners, labor organizations and intermediaries, higher education, training providers, not for profits, and Career Technical Education providers. Each region can draw upon the unique insights derived from the stakeholder surveys to assist in the local planning process.

Indiana’s Strategic Vision²

Indiana seeks to be a national workforce leader, connecting employers and skilled workers, supporting critical need jobs of today while preparing for emerging industries – to drive economic mobility and opportunity for all Hoosiers. Collaboration and a clear, shared commitment toward federal and state goals at the local level while recognizing the unique challenges, barriers, and opportunities presented regionally is key in progressing Indiana’s workforce. To achieve the State’s strategic vision for workforce development, Indiana’s WIOA Unified Plan establishes the following pillars and goals:

<p>Removing barriers for workers to meet Hoosiers where they are and help remove obstacles to work and learning.</p>	<p>Preparing future skilled workers to ensure Indiana can deliver the training and skills needed for a modern workforce.</p>	<p>Helping employers find and/or develop skilled workers to ensure employers have the talent needed for the economy of today and tomorrow.</p>
<p>Goal 1: Harness opportunities through the Infrastructure Investment and Jobs Act, known as the Bipartisan Infrastructure Law (BIL), which includes the Broadband Equity Access and Deployment program (BEAD), the CHIPS and Science Act, and the Inflation Reduction Act (IRA) for populations that have been historically excluded from the labor force.</p> <p>Goal 2: Remove barriers for workers including providing affordable and accessible childcare.</p> <p>Goal 3: Create digital equity through digital skills training.</p>	<p>Goal 1: Transform as a State to prepare for emerging industries specific to federal opportunities and strategic industries.</p> <p>Goal 2: Meet people where they are for career pathway planning to customize to their unique potential and experience.</p> <p>Goal 3: Develop additional workers with skills-based technical training and/or a high-quality credential, certification, or degree to fill in-demand jobs.</p>	<p>Goal 1: Deliver bespoke customer service and solutions to key employers.</p> <p>Goal 2: Increase quality job exposure and experience through apprenticeships, work-based learning, and employer supported training programs.</p> <p>Goal 3: Continue to champion and promote skills-based hiring practices through career coaching for underserved jobseekers and employer hiring and training models.</p>

² Indiana’s Unified Plan, Pages 4-5.

Requirements for Completing the Plan

Local Plan

WIOA requires specific criteria to be addressed within the local plan, including State determined criteria. Therefore, each local plan must be submitted utilizing **Attachment A: Planning Template**, which incorporates the federal and state required criteria.

Regional Plan

WIOA allows the State to identify “planning regions” in order to align workforce development resources to regional economies and ensure coordinated and efficient services to both job seekers and employers.³ Per 20 CFR 679.510(a)(1), the regional planning process must result in⁴:

- The preparation of a regional plan;
- The establishment of regional service strategies, including use of cooperative service delivery agreements;
- The development and implementation of sector initiatives for in-demand industry sectors or occupations for the planning region;
- The collection and analysis of regional labor market data (in conjunction with the state) which must include local planning requirements;
- The coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate;
- The coordination of transportation and other supportive services as appropriate;
- The coordination of services with regional economic development services and providers; and
- The establishment of an agreement concerning how the planning region will collectively negotiate and reach agreement with the Governor on local levels of performance for, and report on, the performance accountability measures described in WIOA sec. 116 for local areas or the planning region.

As such, planning regions are required to collaborate on certain questions within their local plans. These questions will be noted in **Attachment A**.

Public Comment

Prior to submitting the local or regional plan to the state for approval, WIOA requires the WDB to make copies of the plan available for public comment. This requirement encourages local areas to consider efforts to maximize transparency and inclusiveness in the planning process. The plan must be made available for public comment through electronic means and open meetings consistent with the “sunshine provisions” referenced in WIOA sec. 107(e).⁵ Members of the public, including representatives of business, labor organizations, and education, must be allowed to submit comments to the WDB no later than the end of the 30-day period following the date on which the plan is made available to the public. Comments submitted during the public comment period that represent disagreement with the plan must be submitted with the local plan.⁶

³ In previous planning cycles, Region 5 and Region 12 have planned together, and Region 10 has planned with the State of Kentucky.

⁴ DWD Policy 2023-14: *Identification of Regions and Designation of Local Areas under WIOA*

⁵ 20 CFR § 679.390

⁶ 20 CFR 679.560(e)

Submission Requirements

Local and regional plans must be submitted to policy@dwd.in.gov using **Attachment A**. Plans must be submitted no later than **September 30, 2024**.

Review and Approval of the Plan

Once the plans have been submitted to DWD, the review process will begin. All plans submitted to DWD are considered approved 90 days after their submission unless DWD, in collaboration with the GWC, makes a written determination within the 90-day period that⁷:

1. There are deficiencies in local workforce activities that the WDB has not made acceptable progress in implementing corrective measures to address the deficiencies;
2. The local plan does not comply with WIOA; or
3. The local plan does not align with the State Plan, including failing to provide for alignment of the core programs to support the strategy identified in the State Plan.

Modification Procedures⁸

At the end of the first 2-year period of the 4-year local plan, the local WDB, in partnership with the RCEO, must review the plan to prepare and submit modifications. Plan Modifications help ensure that they are being used to drive service delivery strategies and that local activities remain consistent with the plan. Modifications should reflect changes in regional labor market, economic conditions, and other factors affecting the implementation of the local plan, including but not limited to changes in the financing available to support WIOA Title I and partner-provided WIOA services, changes to local board structure, and/or a need to revise strategies to meet performance goals. The next WIOA local plan modifications will be due on September 30, 2026. DWD will provide additional instruction through modification guidance.

Action

All local and regional planning areas must follow the guidance provided in this Memorandum and ensure the local and regional plans are submitted using the template in **Attachment A** to policy@dwd.in.gov by the dates indicated above.

Effective Date

Immediately

Ending Date

Upon rescission.

⁷ 20 CFR 679.570

⁸ 20 CFR 679.580

Additional Information

Questions regarding the content of this publication should be directed to DWD Policy: policy@dwd.in.gov.

Attachments

Attachment A – Planning Template

Attachment A Planning Template

NOTE: An editable version of this template is available on the DWD policy website and [through this link](#).

Plan Contents

- Workforce Development Board Approval
- Executive Summary
- Section 1: Workforce and Economic Analysis
- Section 2: Strategic Vision and Goals
- Section 3: Local Area Partnerships and Investment Strategies
- Section 4: Program Design and Evaluation
- Section 5: Compliance
- Section 6: Participant Information, Costs, and Supplemental Funding

Local Workforce Development Board (LWDB) Approval

LWDB/Local Area Information

LWDB/Local Area Name	
LWDB Chair	
LWDB Executive Director	
One-Stop Operator	
Regional Chief Elected Official	

By signing below, the LWDB Chair signifies approval of this Plan and authorizes its submission to the Indiana Department of Workforce Development.

Board Chair Printed Name

Board Chair Signature

Date

Executive Summary

Each local area must submit an executive summary of their plan.

[Click here to enter text.](#)

Section 1: Workforce and Economic Analysis

Please answer the following questions. The Department of Workforce Development has assigned regional labor market analysts to assist the Regions. These experts can help develop responses to questions 1.1 through 1.3 below. **Questions that require collaborative answers for planning regions are designated with an asterisk (*). See the Regional Plan subsection of Memo 2023-16 for more information.**

1.1* A regional analysis of the economic conditions including existing and emerging in-demand industry sectors and occupations and the employment needs of employers in those industry sectors and occupations. As appropriate, a local area may use an existing analysis, which is a timely current description of the regional economy, to meet these requirements. [WIOA Sec. 108(b)(1)(A) and 20 CFR 679.560(a)(1)]

[Click here to enter text.](#)

1.2 An analysis of the knowledge and skills required to meet the employment needs of the employers in the region, including employment requirements for in-demand industry sectors and occupations. [WIOA Sec. 108(b)(1)(B) and 20 CFR 679.560(a)(2)]

[Click here to enter text.](#)

1.3 An analysis of the regional workforce, including current labor force employment and unemployment data, information on labor market trends, and the educational and skill levels of the workforce, including individuals with barriers to employment and youth. [WIOA Sec. 108(b)(1)(C) and 20 CFR 679.560(a)(3)]

[Click here to enter text.](#)

Section 2: Strategic Vision and Goals

Please answer the following questions. Section 2 responses should reflect input from members of the local workforce development board and other community stakeholders. **Questions that require collaborative answers for planning regions are designated with an asterisk (*). See the Regional Plan subsection of Memo 2023-16 for more information.**

2.1 Provide a description of the board’s strategic vision to support regional economic growth and economic self-sufficiency. This must include the board’s vision and goals for its local workforce system in preparing an educated and skilled workforce in the local area, including goals for in-school and out-of-school youth and individuals with barriers to employment. [WIOA Sec. 108(b)(1)(E) and 20 CFR 679.560(a)(5)]

Click here to enter text.

2.2 Describe how the board’s vision and goals align with and/or support the State’s strategic vision as set out in the [WIOA Unified State Plan](#). Specifically address how the local area will align with the pillars and goals outlined below as well as the action steps included in the WIOA State Plan, where applicable.

Pillar I: Removing barriers for workers to meet Hoosiers where they are and help remove obstacles to work and learning.

- Goal 1: Harness opportunities through the Infrastructure Investment and Jobs Act, known as the Bipartisan Infrastructure Law (BIL), which includes the Broadband Equity Access and Deployment program (BEAD), the CHIPS and Science Act, and the Inflation Reduction Act (IRA), for populations that have been historically excluded from the labor force.
- Goal 2: Remove barriers for workers including providing affordable and accessible childcare.
- Goal 3: Create digital equity through digital skills training.

Pillar II: Preparing future skilled workers to ensure Indiana can deliver the training and skills needed for a modern workforce.

- Goal 1: Transform as a State to prepare for emerging industries specific to federal opportunities and strategic industries.
- Goal 2: Meet people where they are for career pathway planning to customize to their unique potential and experience.
- Goal 3: Develop additional workers with skills-based technical training and/or a high-quality credential, certification, or degree to fill in-demand jobs.

Pillar III: Helping employers find and/or develop skilled workers to ensure employers have the talent needed for the economy of today and tomorrow.

- Goal 1: Deliver bespoke customer service and solutions to key employers.
- Goal 2: Increase quality job exposure and experience through apprenticeships, work-based learning, and employer supported training programs.
- Goal 3: Continue to champion and promote skills-based hiring practices through career coaching for underserved jobseekers and employer hiring and training models.

Click here to enter text.

2.3* Describe how the board's goals relate to the achievement of federal performance accountability measures. See 20 CFR 677.155 for more information on the federal performance accountability measures. [WIOA Sec. 108(b)(1)(E) and 20 CFR 679.560(a)(5)]

Click here to enter text.

2.4* Describe any additional indicators used by the local board to measure performance and effectiveness of the local fiscal agent (where appropriate), contracted service providers, and the one-stop delivery system in the local area. [WIOA Sec. 108(b)(17) and 20 CFR 679.560(b)(16)]

Click here to enter text.

Section 3: Local Area Partnerships and Investment Strategies

Please answer the following questions. Many of the responses below, such as targeted sector strategies, should be based on strategic discussions with the local board and partners. **Questions that require collaborative answers for planning regions are designated with an asterisk (*). See the Regional Plan subsection of Memo 2023-16 for more information.**

3.1 Taking into account the analysis in Section 1, describe the local board's strategy to work with the entities that carry out core programs (*Core programs include Title I Adult, Dislocated Worker, Youth Services, Title II Adult Education and Literacy, Title III Wagner-Peyser, and Title IV Vocational Rehabilitation*) and required partners to align resources in the local area, in support of the vision and goals described in Question 2.1. [WIOA Sec. 108(b)(1)(F) and 20 CFR 679.560(a)(6)]

Click here to enter text.

3.2* Identify the programs/partners that are included in the local workforce development system. Include, at a minimum, organizations that provide services for relevant secondary and post-secondary education programs, provision of transportation, Adult Education and Literacy, Wagner-Peyser, Trade Adjustment Assistance, Jobs for Veterans State Grant, Senior Community Service and Employment Program, Vocational Rehabilitation, Temporary Assistance for Needy Families, Supplemental Nutritional Assistance Program, and programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006. Describe how the local board will coordinate strategies, enhance services, and avoid duplication of services. [WIOA Sec. 108(b)(2), (10), (11), (12) & (13), 20 CFR 679.560(b)(9), 20 CFR 679.560(b)(10), 20 CFR 679.560(b)(11), and 20 CFR 679.560(b)(1)(i)]

Click here to enter text.

3.3* Describe how the board will support the strategy identified in the WIOA Unified State Plan and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 to support service alignment. Describe efforts to work with each partner identified in 3.2 to develop plans, assurances, and strategies for maximizing coordination, improving service delivery, and avoiding duplication of the Wagner-Peyser Act services and other services provided through the one-stop delivery system. [WIOA Sec. 108(b)(2), (10), (11), (12) & (13), 20 CFR 679.560(b)(1)(ii), (b)(9) and (b)(11)]

Click here to enter text.

3.4 Identify how the local board will coordinate WIOA Title I workforce investment activities with adult education and literacy activities under WIOA Title II. This description must include how the local board will carry out a review of local applications submitted under WIOA Title II Adult Education and Literacy, consistent with the local plan and state provided criteria. See the [Multi-Year Adult Education Competitive Grant Application \(Request for Application\)](#). [WIOA Sec. 108(b)(13) and 20 CFR 679.560(b)(12)].

Click here to enter text.

3.5* Describe how the local boards will coordinate local workforce investment activities with regional economic development activities that are carried out in the local area and how the local board will promote entrepreneurial skills training and microenterprise services. [WIOA Sec. 108(b)(5) and 20 CFR 679.560(b)(4)]

Click here to enter text.

3.6 Based on the analysis described in Section 1.1-1.3, describe how the one-stop operator will ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Include any locally identified priority of service populations. [WIOA Sec. 134(c)(3)(E) and 20 CFR 679.560(b)(21)]

Click here to enter text.

3.7* Based on the analysis described in Section 1.1-1.3, identify industries where a sector partnership is currently being convened in the local area or where there will be an attempt to convene a sector partnership and the timeframe. Describe how you will be partnering to achieve defined goals.

Click here to enter text.

3.8 A-D

Responses to the following questions should include the implementation of incumbent worker training programs, on-the-job training programs, work-based learning programs, apprenticeship models, customized training programs, industry and sector strategies, career pathways, utilization of effective business intermediaries, and other business services and strategies that support the local board's strategy in 3.1 and meet the needs of regional employers. [WIOA Sec. 108(b)(4)(A) & (B) and 20 CFR 679.560(b)(3)]

Identify and describe the strategies and services that are and/or will be used to:

A. Facilitate engagement of employers in workforce development programs and targeted sector strategies, including small employers and employers in in-demand industry sectors and occupations.

[Click here to enter text.](#)

B. Support a local workforce development system as described in 3.2 that meets the needs of businesses.

[Click here to enter text.](#)

C. Better coordinate workforce development programs with economic development partners and programs.

[Click here to enter text.](#)

D. Strengthen linkages between the one-stop delivery system and unemployment insurance programs.

[Click here to enter text.](#)

3.9 Describe the strategy the local board implements when using WIOA dollars to support training opportunities including but not limited to OJT, work experience, apprenticeship, and pre-apprenticeship.

- What portion of WIOA funds in the past two years were used to support training costs for participants in each of these programs? Please list a total as well as the portion used for each program.
- What percentage of WIOA funds would you project over the next two years will be used to support training costs for participants in each of these programs? Please list a total as well as the portion used for each program.
- If the local board is supporting training costs for participants using non-WIOA funding, how is this tracked?

[Click here to enter text.](#)

3.10 If the local board is currently leveraging funding outside of WIOA Title I funding and state general funds to support the local workforce development system, briefly describe the funding and how it will impact the local system. Organize the description by population(s) served. If the local board does not currently have oversight of additional funding, describe any plans to pursue it.

[Click here to enter text.](#)

3.11 Describe any collaboration with organizations or groups outside of your local area, interstate or intrastate, and what outcomes you plan to achieve as a result of the collaboration.

[Click here to enter text.](#)

Section 4: Program Design and Evaluation

Please answer the following questions. Many of the responses below, such as those regarding career pathways and individual training accounts, should be based on strategic discussions between the local board and partners. **Questions that require collaborative answers for planning regions are designated with an asterisk (*). See the Regional Plan subsection of Memo 2023-16 for more information.**

4.1 Describe how the local board, working with the entities carrying out core programs (*Core programs include Title I Adult, Dislocated Worker, Youth Services, Title II Adult Education and Literacy, Title III Wagner-Peyser, and Title IV Vocational Rehabilitation*), will expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment and out of school youth. Include information regarding the referral processes with one stop partners such as the technology used for making/tracking referrals. [WIOA Sec. 108(b)(3) and 20 CFR 679.560(b)(2)(i)]

[Click here to enter text.](#)

4.2 Describe how the local board will facilitate and develop career pathways and utilize co-enrollment, as appropriate, in core programs as well as improve access to activities leading to a recognized post-secondary credential, including a credential that is an industry-recognized certificate or certification, portable, and stackable. [WIOA Sec. 108(b)(3), 20 CFR 679.560(b)(2)(iii), and 20 CFR 679.560(b)(2)(ii)]

[Click here to enter text.](#)

4.3 A-G Describe the one-stop delivery system in the local area as required by WIOA Sec. 121(e). Please note that question F is only for local areas participating in a Planning Region. [WIOA Sec. 108(b)(6)(A-D) and 20 CFR 679.560(b)(5)].

[Click here to enter text.](#)

A. Describe the local board's efforts to ensure the continuous improvement of eligible providers of services and ensure that such providers meet the employment needs of local employers, workers, and jobseekers. [WIOA Sec. 108(b)(6)(A) and 20 CFR 679.560(b)(5)(i)]

[Click here to enter text.](#)

B. Describe how the local board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and through other means. [WIOA Sec. 108(b)(6)(B) and 20 CFR 679.560(b)(5)(ii)]

[Click here to enter text.](#)

C. Describe how entities within the one-stop delivery system, including one-stop operators and the one-stop partners, will comply with WIOA section 188 and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities. [See WIOA Sec. 108(b)(6)(C), 29 CFR 38, 20 CFR 679.560(b)(5)(iii), and DWD Policy 2016-09]

[Click here to enter text.](#)

D. Provide the name, organization, and contact information of the designated local WIOA Equal Opportunity Officer.

[Click here to enter text.](#)

E. Describe the roles and resource contributions of the one-stop partners agreed to per DWD Policy 2018-04 Memoranda of Understanding and Infrastructure/Additional Costs Funding Guidance and any future iteration of this guidance. [WIOA Sec. 108(b)(6)(D) and 20 CFR 679.560(b)(5)(iv)]

[Click here to enter text.](#)

F.* If you participate in a Planning Region, please describe the coordination of administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate. [20 CFR 679.510(a)(1)(v)]

[Click here to enter text.](#)

G. Describe how one-stop centers are implementing and transitioning to an integrated technology enabled intake and case management information system for core programs and programs carried out under WIOA and by one-stop partners. [WIOA Sec. 108(b)(21) and 20 CFR 679.560(b)(20)]

[Click here to enter text.](#)

4.4 Provide an assessment and description of adult and dislocated worker workforce development activities, including type and availability of education, training, and employment activities. Include analysis of the strengths and weaknesses of such services as well as the capacity to provide such services in order to address the needs identified in 1.2. Specifically assess the local area's WIOA performance levels from the prior two years. [WIOA Sec. 108(b)(1)(D) & 108(b)(7), 20 CFR 679.560(b)(6), and 20 CFR 679.560(a)(4)]

[Click here to enter text.](#)

4.5 Identify successful models of the activities above, especially any best practices for dislocated worker activities relevant to the local area.

Click here to enter text.

4.6 Describe how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as described in section 134(a)(2)(A). [WIOA Sec. 108(b)(8) and 20 CFR 679.560(b)(7)].

Click here to enter text.

4.7 Provide an analysis and description of the type and availability of youth workforce activities for in school youth, including youth with disabilities. If the same services are offered to out-of-school youth, describe how the programs are modified to fit the unique needs of in-school youth. For each program, include the following: length of program and availability/schedule (i.e. two weeks in July); percent of youth budget allocation; WIOA program elements addressed by the program; desired outputs and outcomes; and details on how the program is evaluated. Include analysis of the strengths and weaknesses of such services and the capacity to provide such services in order to address the needs identified in 1.2. [WIOA Sec. 108(b)(9) and 20 CFR 679.560(b)(8)]

Click here to enter text.

4.8 Identify successful models of the activities above and any other best practices for youth workforce activities relevant to the local area. [WIOA Sec. 108(b)(9) and 20 CFR 679.560(b)(8)]

Click here to enter text.

4.9 Describe the process utilized by the local board to ensure that training provided is linked to in-demand industry sectors or occupations in the local area or in another area to which a participant is willing to relocate. Describe how training services outlined in WIOA sec. 134 will be provided through the use of individual training accounts, including, if contracts for training services as described in 20 CFR 680.320 will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter, and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided. [WIOA Sec. 108(b)(19) and 20 CFR 679.560(b)(18)]

Click here to enter text.

4.10 Describe how Reemployment Service and Eligibility Assessment (RESEA) activities are implemented in the local area and how they will be incorporated into WIOA programming.

Click here to enter text.

4.11 Describe the local area's grant application and project design strategy, including staffing, when applying for additional funding (e.g., non-formula grants). How does the local area braid funding and/or prioritize use of certain funding streams?

Click here to enter text.

4.12 Describe how the local area plans to implement program evaluation. What aspects of program delivery and performance will be evaluated, and how will these evaluations take place?

[Click here to enter text.](#)

4.13 Describe the local area's professional development plan for all staff, including the frequency, type (in-person, self-guided, web-based, etc.), and topics addressed.

[Click here to enter text.](#)

Section 5: Compliance

Please answer the following questions. Most of the responses should be staff-driven, as the questions focus on the organization's compliance with federal or state requirements. **Questions that require collaborative answers for planning regions are designated with an asterisk (*). See the Regional Plan subsection of Memo 2023-16 for more information.**

5.1 Describe the competitive process that will be used to award the sub-grants and contracts in the local area for WIOA Title I activities. Identify agreement type (sub-award or contract), name of sub-recipient or contractor, and length of agreement. Attach copies of current agreements as Exhibit 1 for, as applicable: One Stop Operator, Service Provider(s), Fiscal Agent, and Staff to the Board. [WIOA Sec. 108(b)(16) and 20 CFR 679.560(b)(15)]

[Click here to enter text.](#)

5.2 Provide an organization chart as Exhibit 2 that depicts a clear separation of duties between Title I roles (e.g., between the board and service provision). [20 CFR 679.400 – 430]

[Click here to enter text.](#)

5.3 Describe any standing committees or taskforces of the Local Board, including the role and scope of work of the youth committee (or youth representatives on the WDB if there is not a youth committee).

[Click here to enter text.](#)

5.4 Identify the entity responsible for the disbursement of grant funds as described in WIOA Sec. 107(d)(12)(B)(i)(III), as determined by the chief elected official or the Governor under WIOA sec. 107(d)(12)(B)(i). [WIOA Sec. 108(b)(15) and 20 CFR 679.560(b)(14)]

[Click here to enter text.](#)

5.5 Indicate the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA sec. 116(c) to be used to measure the performance of the local area and to be used by the Local WDB for measuring the performance of the local fiscal agent (where appropriate), eligible providers under WIOA title I subtitle B, and the one-stop delivery system in the local area. [WIOA Sec. 108(b)(17) and 20 CFR 679.560(b)(16)]

[Click here to enter text.](#)

5.6 Describe the actions the local board will take toward becoming or remaining a high-performing local workforce development board, consistent with the factors developed by the State WDB. [WIOA Sec. 108(b)(18) and 20 CFR 679.560(b)(17)]

[Click here to enter text.](#)

5.7 Provide as Exhibit 3 copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop delivery system. This includes cooperative agreements (as defined in WIOA sec. 107(d)(11)) between the Local WDB or other local entities described in WIOA sec. 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated State agency or designated State unit administering programs carried out under title I of the Rehabilitation Act (29 U.S.C. 720 et seq.) (other than sec. 112 or part C of that title (29 U.S.C. 732, 741) and subject to sec. 121(f)) in accordance with sec. 101(a)(11) of the Rehabilitation Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination. See Local Plan References and Resources. [WIOA Sec. 108(b)(14) and 20 CFR 679.560(b)(13)]

[Click here to enter text.](#)

5.8 Describe the process used by the Local WDB, consistent with WIOA sec. 108(d), to provide a 30-day public comment period prior to submission of the plan, including an opportunity to have input into the development of the local plan, particularly for representatives of businesses, education, and labor organizations. If any comments that represent disagreement with the plan were received, they must be included as Exhibit 4 attached to this Local Plan. [WIOA Sec. 108(b)(20), 20 CFR 679.560(b)(19), and 20 CFR 679.560(e)]

[Click here to enter text.](#)

5.9 Describe the board's process for oversight and monitoring of sub-recipients and contractors. Include staff titles for who conducts monitoring and how staff are trained to conduct monitoring. Provide a list of all upcoming planned or scheduled monitoring activities as well as copies of or links to all monitoring procedures and tools utilized during the review process. Submit this information as Exhibit 5.

[Click here to enter text.](#)

5.10 Describe local operating systems, including data systems, and local policies that will support the implementation of the local board's strategy.

[Click here to enter text.](#)

Section 6: Participant Information, Costs, and Supplemental Funding

In the “Program Participants” column, each program should reflect all participants enrolled or projected to be enrolled regardless of whether they are co-enrolled in another program. Please provide an explanation of the projections if they are at or below participant levels from the prior year. In the “Co-enrolled Participants” column, please list how many participants are co-enrolled in any core or other programs. In the text box below, include the programs in which the participants are co-enrolled.

Program		Program Participants	Co-enrolled Participants	Referrals			Average Cost Per Participant
				ABE	VR	Other	
WIOA Adult	Actual PY22						
	Actual PY23						
	Projected PY24						
	Projected PY25						
WIOA Dislocated Worker	Actual PY22						
	Actual PY23						
	Projected PY24						
	Projected PY25						
Youth (In School)	Actual PY22						
	Actual PY23						
	Projected PY24						
	Projected PY25						
Youth (Out of School)	Actual PY22						
	Actual PY23						
	Projected PY24						
	Projected PY25						

Explanation

Supplemental Funding

Please list additional funding sources that will supplement the funding that the local area receives through WIOA.

Funding		Program Participants	Total Budget	Budget per Participant	Explanation
Additional State	PY24				
	PY25				
Additional Federal	PY24				
	PY25				
Additional Other	PY24				
	PY25				